

## How to Find and Use Reports.

The screenshot displays the QuickBooks web interface for a user named 'DePortola Middle School ASB- 327'. The interface is divided into several sections:

- Navigation Menu (Left):** Home, Customers, Vendors, Employees, Transactions, Reports, Sales Tax, Apps, Order Checks.
- Header:** QuickBooks logo, search, add, and refresh icons, and the user's name 'DePortola Middle School ASB- 327'.
- Main Content Area:**
  - Income:** A horizontal bar chart showing three categories: OPEN INVOICES (\$0), OVERDUE (\$0), and PAID LAST 30 DAYS (\$0). A link 'How to enter invoices' is visible.
  - Expenses:** A total of \$876 SINCE 30 DAYS. A pie chart shows two categories: \$461 6004 ASB Expense and \$205 6002 Student Store Expense.
- Right Sidebar:**
  - Bank accounts:** Connect your bank, Credit Card (\$0.00), Bank (\$0.00).
  - Activities:** All (dropdown menu).

1. As you can see, there are many choices from which to choose. We will select the 'reports' option listed on the left-hand side of this screen.
2. Choosing 'report list' will take us to the following screen.

QuickBooks DePortola Middle School ASB- 327

## Reports Profit and Loss

**\$8,407** NET INCOME

**\$13,687** INCOME

**\$5,280** EXPENSES

Feb 21-28 Mar 2014 Apr 2014 May 1-21

Go to report

Recommended Frequently Run My Custom Reports All Reports

### Recommended Reports

**Profit & Loss**

Source	Total
LABOR	4320.0
CONTRIBUTION	8823.3
TOTAL CONTRIBUTION	8823.3
TOTAL INCOME	13364.3

Shows money you earned (income) and money you spent (expenses) so you can see how profitable you are. Also called an income statement.

Run | Customize

**Balance Sheet**

Category	Total
Cash	1000
Accounts Receivable	500
Accounts Payable	200
Equity	1300

Lists what you own (assets), what your debts are (liabilities), and what you've invested in your company (equity).

Run | Customize

**Company Snapshot**

Displays your income and expenses in year-over-year comparisons using pie charts and bar graphs.

Run

**A/R Aging Summary**

Current	Total
30-60	30.00
60-90	30.00
90-120	30.00
120+	30.00

Shows unpaid invoices for the current period and for the last 30, 60 and 90+ days so you can see how long they've been open (outstanding).

Run | Customize

**Expenses by Vendor Summary**

Current	Total
30-60	30.00
60-90	30.00
90-120	30.00
120+	30.00

This report shows your total expenses for each vendor.

Run | Customize

**A/P Aging Summary**

Current	Total
30-60	30.00
60-90	30.00
90-120	30.00
120+	30.00

Shows unpaid bills for the current period and for the last 30, 60 and 90+ days so you can see how long they've been open (outstanding).

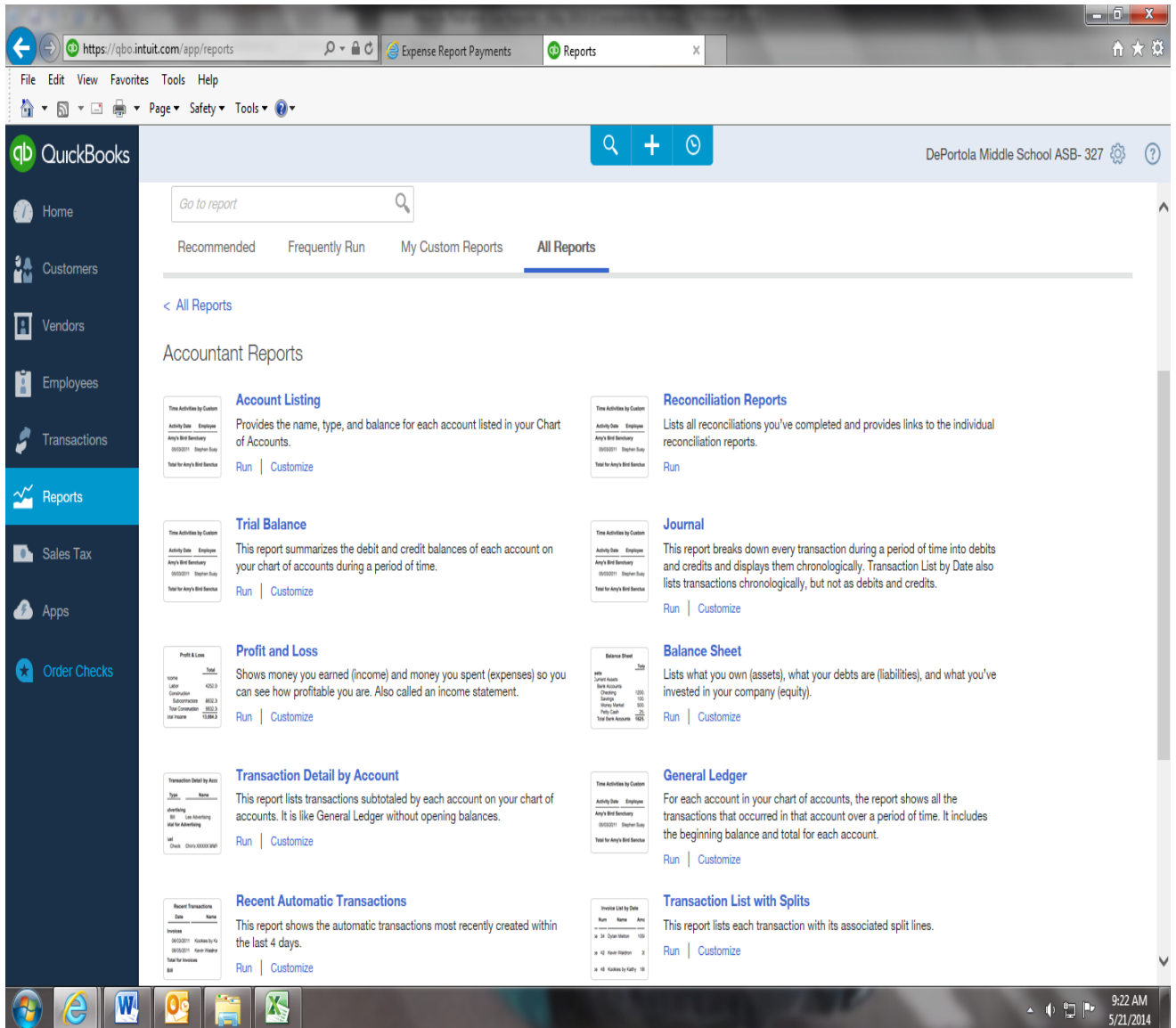
Run | Customize

- If you choose all reports, then it will take you to another screen which will show you the reports that QuickBooks considers to be standard reports.

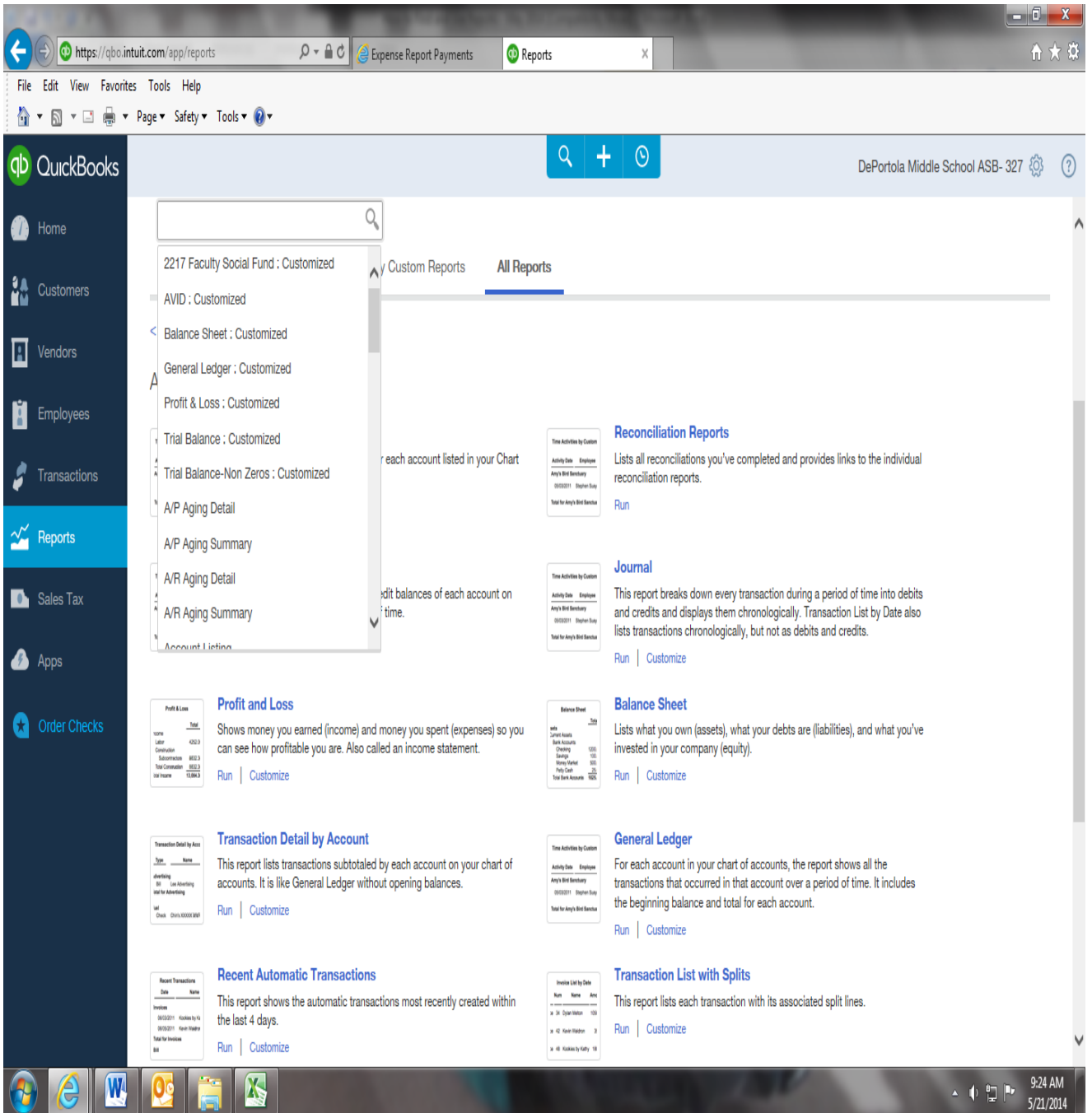
The screenshot shows the QuickBooks Reports interface. At the top, the browser address bar displays <https://qbo.intuit.com/app/reports>. The user is logged in as 'DePortola Middle School ASB-327'. The main dashboard features three summary cards: **NET INCOME** at \$8,407, **INCOME** at \$13,687, and **EXPENSES** at \$5,280. To the right, a bar chart shows data for four periods: Feb 21-28, Mar 2014, Apr 2014, and May 1-21. The 'All Reports' section is selected, showing a grid of report categories with brief descriptions:

- Business Overview:** These reports show different perspectives of how your business is doing.
- Review Sales:** These reports group and total sales in different ways to help analyze your sales to see how you're doing and where you make your money.
- Manage Accounts Receivable:** These reports let you see who owes you money and how much they owe you so you can get paid.
- Review Expenses and Purchases:** These reports total your expenses and purchases and group them in different ways to help you understand what you spend.
- Manage Accounts Payable:** These reports show what you owe and when payments are due so you can take advantage of the time you have to pay bills but still make payments on time.
- Accountant Reports:** These are reports accountants typically use to drill down into your business details and prepare your tax returns.
- Manage Employees:** These reports help you manage employee activities and payroll.

- Let's choose "Accountant Reports" and we will find the following reports contained within this group.



5. If the report you are looking for is not listed, then you can click the spyglass for a more detailed listing of available reports from which you can choose. See the following screen shot for what appears for this site.



6. The balance sheet was selected.

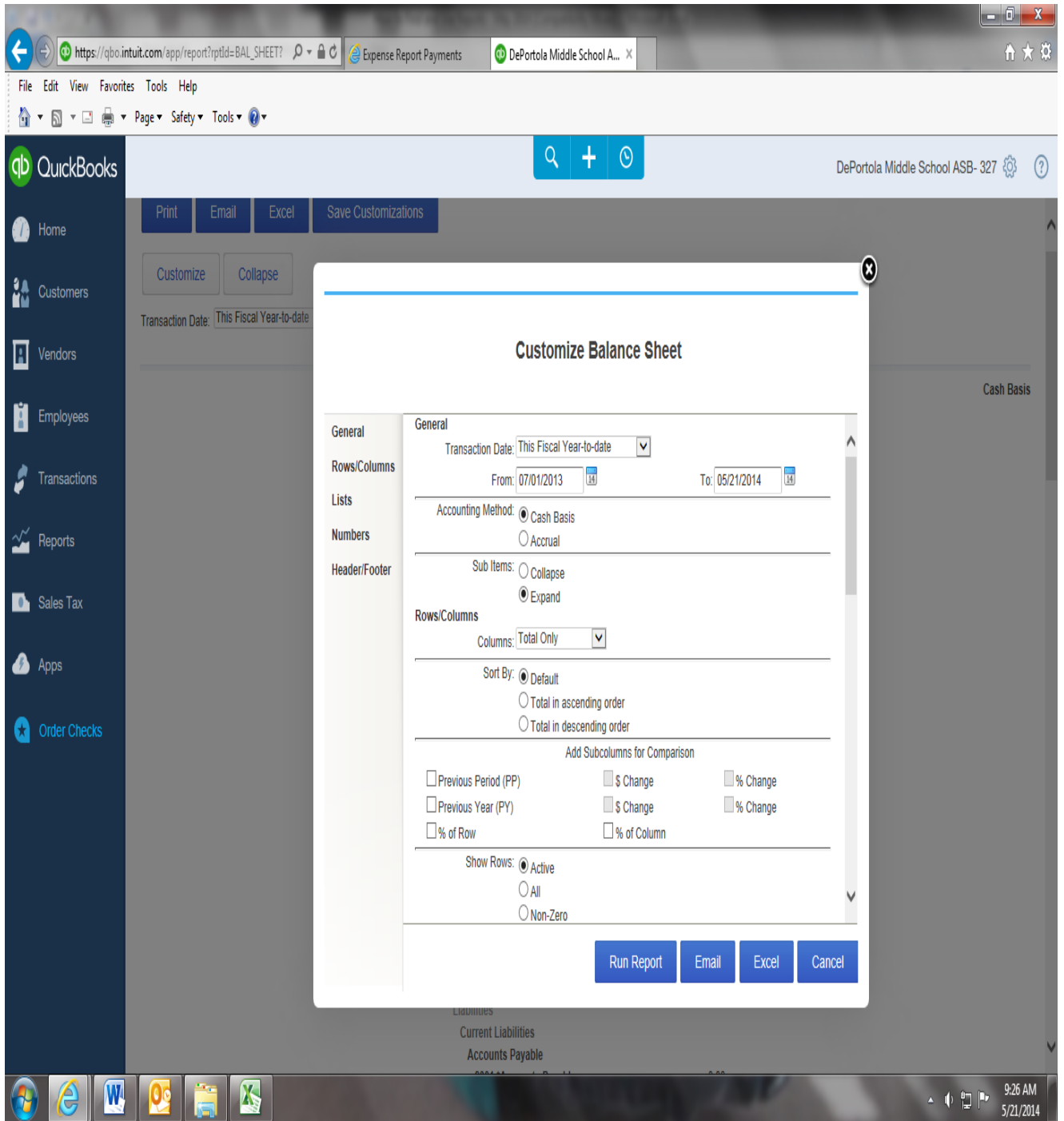
DePortola Middle School ASB- 327

**BALANCE SHEET**  
As of May 21, 2014

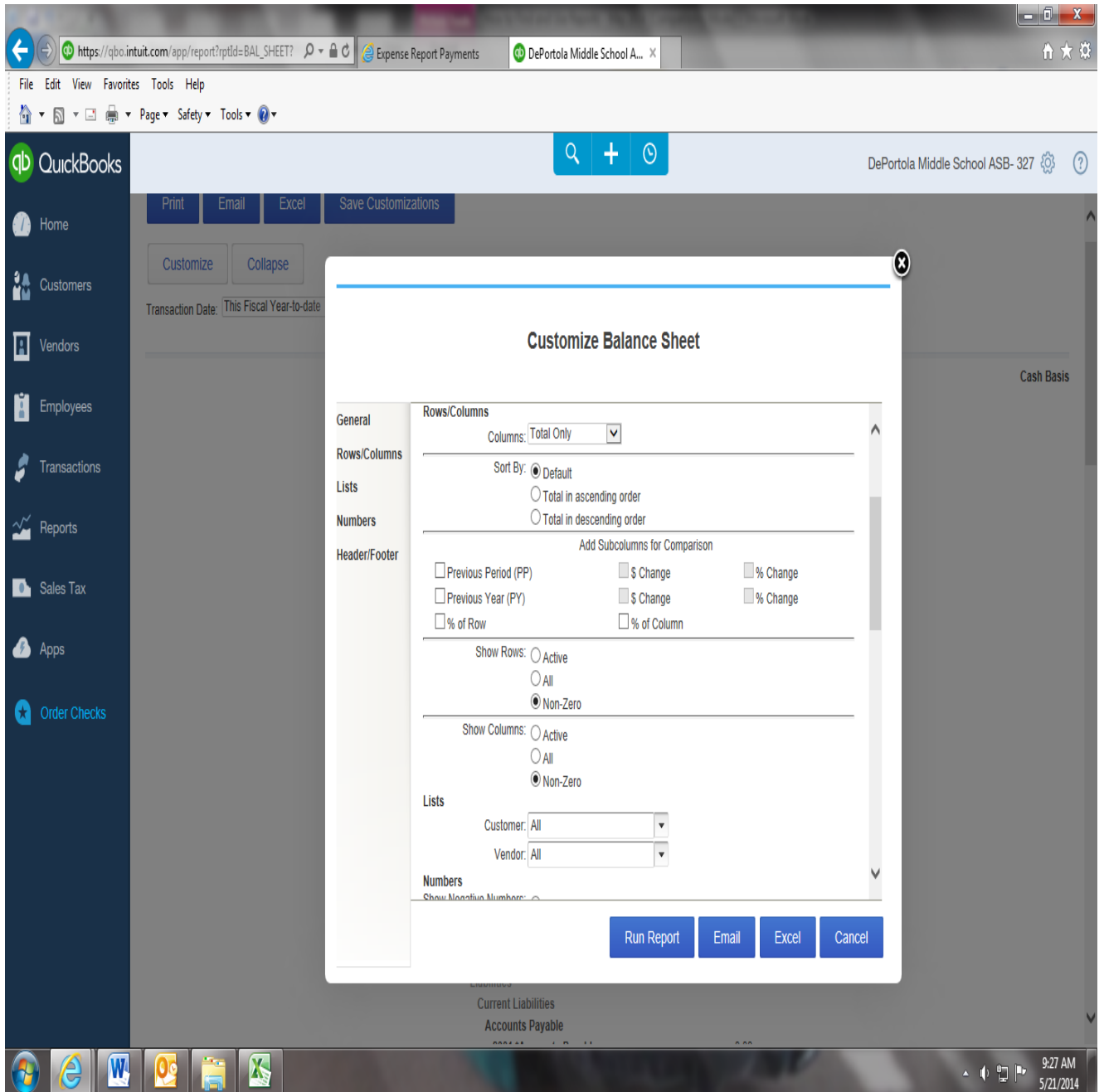
Cash Basis

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Change Fund	50.00
1100 US Bank	0.00
1105 Wells Fargo-Checking	10,508.68
1160 WF - Savings	40,963.00
<b>Total Bank Accounts</b>	<b>\$51,521.68</b>
Other current assets	
1101 Cash in Store Cash box	0.00
1120 Inventory Asset	0.00
1200 Accounts Receivable (deleted)	0.00
1400 Merchandise Inventory	0.00
<b>Total Other current assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$51,521.68</b>
<b>TOTAL ASSETS</b>	<b>\$51,521.68</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	0.00

7. Notice that US Bank shows a zero dollar amount. We only want to show accounts that have money in them.
8. We will need to customize our report. Select the 'customize' box in the upper left-hand side of the screen.



9. Another screen will appear. I have chosen rows/columns to change.
10. I will then be taken to another screen where I will make choices to exclude non-zero accounts.





DePortola Middle School ASB- 327

**BALANCE SHEET**  
As of May 21, 2014

Cash Basis

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 Change Fund	50.00
1105 Wells Fargo-Checking	10,508.68
1160 WF - Savings	40,963.00
<b>Total Bank Accounts</b>	<b>\$51,521.68</b>
<b>Total Current Assets</b>	<b>\$51,521.68</b>
<b>TOTAL ASSETS</b>	<b>\$51,521.68</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2202 Student ID's	508.11
2204 Field Hockey	1,059.04
2205 Latino Club	962.38
2206 C.J.S.F.	2,456.05
2207 Military Kid's Club	75.25
2208 Music Club	7,593.26
2208-1 Foundation Music Gift	68.28
<b>Total Current Liabilities</b>	<b>\$5,083.26</b>

12. Notice that US bank is now missing from my balance sheet.

QuickBooks Online interface showing a report customization dialog box. The dialog box is titled "Save Report Customizations" and contains the following options:

- Name of custom report: Balance Sheet
- Add this report to a group  
A group lets you email multiple reports at the same time. [Learn more](#)
- Share this report with all company users  
Let every company user view this report from their own memorized report list.  
(Users need proper access to run report.)

Buttons: OK, Cancel

Background report: LIABILITIES AND EQUITY

LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2202 Student ID's	508.11
2204 Field Hockey	1,059.04
2205 Latino Club	962.38
2206 C.J.S.F.	2,456.05
2207 Military Kid's Club	75.25
2208 Music Club	7,593.26
2208-1 Foundation Music Gift	68.28

13. I can add this customized report to the memorized reports if I so choose.
14. Remember that these 'customized' reports are available only to your site. Each site will need to make its own customized report.

# Customize reports

**Note:** This information does not apply to payroll reports.

To customize a report to show exactly what you want to see:

1. Open the report you want (or a similar report) and click **Customize**.
2. Change the settings in the Customize window and then click **Run Report**.

For example, by default, each report shows data as of today's date. To limit the report to a different set of dates, choose a **Transaction Date** range above the report or in the Customize window.

The Customize window contains many settings that help you limit the report so that it shows only what you want to see. To do further customization, [export the report to Excel](#) and manipulate it there.

If you want to save your customized report to access later, memorize it.

## Change how a report looks when printed

To change a report's appearance before you print, you can:

- [Resize columns](#) in the report. If some columns don't print, see [Tips for printing wide reports](#).
- [Export a report or list to Microsoft Excel](#). In Excel, you can control all the formatting (fonts, headers and footers, columns, spacing).